

SUPERVISOR/MANAGER ROLES AND RESPONSIBILITIES

- ❖ Determine who within the organizations should receive purchase cards;
- ❖ Ensure purchase card or convenience check authority is not conferred upon employees whom, by virtue of their position, will give rise to a conflict of interest without first adequately mitigating the conflict;
- ❖ Submit a PCMS purchase card request to the designated LAPC;
- ❖ Determine the necessity and purpose of each card issued;
- ❖ Ensure that cards issued under their authority are properly authorized;
- ❖ Determine single and monthly purchase card limits;
- ❖ Request an increase/decrease of cardholder's monthly limit.
- ❖ Notify the designated LAPC if the cardholder leaves the program/agency
- ❖ Request a purchase card to be transferred when an employee transferred to another office within APHIS. If the employee is leaving the agency, card needs to be canceled;
- ❖ Ensure the card and convenience checks are destroyed and note the unused check numbers destroyed;
- ❖ Ensure cardholders reconciled their transactions before their departure;
- ❖ Ensure cardholders maintain adequate receipts/supporting documentation for each purchase. The retention period for these documents is three years from the purchase date;
- ❖ Shall review cardholders activities/transactions monthly using the Supervisory Checklist (see attachment C);
- ❖ Shall review their cardholder activity monthly and provide a quarterly certification of this task being completed to the LAPCs.
- ❖ Notify the designated LAPC of questionable transactions for possible misuse of the card.

Note to supervisor: The above can be requested by email.